Check 4 Learning - Item Development

Your district received an email from the NDE Department of Assessment entitled **C4L Item Writing Assignment**. In this email, you received confirmation of the grade levels for which you agreed to write items for Check 4 Learning.

On the NDE website, under Check 4 Learning, you will find all needed materials for developing and submitting your items. Also on this site, C4L Item Development and Item Submission trainings videos have been posted to assist your district in the item writing process.

http://www.education.ne.gov/assessment/index.html

MATERIALS NEEDED:

PRINT OUT COPIES FOR ALL ITEM WRITERS.

Item Template (electronic)
Item Writing Guidelines
Webb's Depth of Knowledge (Content Area Specific)
Indicator Discussion Worksheet
C4L Graphics Guidelines & Graphics Library
How To Save Items
CAL Step-by-Step Guide for Using Item Template

INSTRUCTIONS

Step #1 - On the C4L website, locate the **Content Area Folders** for your assigned grade levels.

Within the Math & Science folders, you will find **Count by Tested Indicator Worksheets**.

These worksheets show the tested indicators and DOK levels for the grade level. The worksheets also show the current number of items in the C4L system for each indicator.

In BOTH Math & Science, your objectives are to:

- POPULATE THE C4L SYSTEM WITH 10 HIGH QUALITY ITEMS
    - o Address indicators with lowest numbers.
    - o Determine different techniques to address the same indicator.
    - o Create multiple items in varying levels of difficulty.
    - o Ensure that your items are different than items currently in the C4L system.

Within the Reading folders, you will find the passages that have been assigned to your district and an **Item Writing Tally Sheet** for each passage. These tally sheets show the tested indicators and DOK levels for the grade level.

NOTE: Some passages are currently in the C4L system, but require more items. If this is the case for one of your passages, we have included the number of items per each indicator on the Tally Sheet.

In Reading, your objectives are to:

- POPULATE THE C4L SYSTEM WITH 10 HIGH QUALITY ITEMS
  - Ensure that items are written to all indicators.
  - Create multiple items in varying levels of difficulty.
  - Determine different techniques to address the same indicator.
  - Develop items that address charts, maps, and images associated with the passage.

Step #2 - It is important to remember that C4L items must meet NDE's criteria of a quality test: Validity, Reliability, and Fairness. Before item writing can begin, item writers must review the following documents located on the web:

Item Writing Guidelines - This document reviews the requirements of four aspects of item development: Content, Style, Item Stems, and Response Options. It is necessary for the guidelines to be followed, to ensure the <u>reliability</u> of items.

  - Read each guideline and refer to this document when developing item.

Webb's Depth of Knowledge (Content Area Specific) - Depth of Knowledge refers to the kind and level of thinking required of student to successfully engage with and solve a task. For each item written, writers will assign not only a DOK Level, but also a Difficulty Level. Difficulty is a reference to how many students answer a question correctly.

Example: What is the meaning of lazy?"
               DOK 1 – recall
If you believe most students would know the definition, this question is an easy question.

               "What is the meaning of languid?"
               DOK 1 – recall
If you believe most students would not know the definition, this question is a hard question.

Step #3 - Review the **Count by Tested Indicator** (Math & Science), or the Item **Writing Tally Sheet** (Reading) to determine what indicators need populating at your specific grade levels.

Step #4 - To ensure the <u>validity</u> of items, and to achieve a common understanding of what an indicator means, discuss the determined indicators. Capture your discussion for each indicator using the **Indicator Worksheet.**

- What is the content knowledge (nouns), skills (verbs), or type of learning required by this indicator?
    - What are the core ideas?
- What reasoning is required to be competent on this standard?
    - What should students understand?
- Can the assessment provide students various options for showing what they know?
    - How does this indicator look in your classroom?
- How would this indicator look at different levels of DOK and difficulty?
    - Refer to Webb's DOK Sheet & Tables of Specification
- How is this indicator already presented in the C4L system?
    - Refer to the C4L Item Notebook & NeSA Practice Test

Step #5 - Write 10 items for each subject area.

Reading writers will write items for their assigned passages. In addition to the text, items can be directed toward graphics that accompany the passages.

Math and Science writers will need to use the **C4L Graphics Guidelines** document and the **C4L Graphics Library** (located on website) when developing items. In the appropriate location of the stem or responses of items, enter the name of the graphic.

> **NOTE: In Check 4 Learning, a graphic is anything that requires more than a keystroke.**

- = is NOT a graphic

- ⅜ IS a graphic

- 23 is NOT a graphic

- ÷ IS a graphic

If you need to create additional graphics for your items, please consider the following:

- use only black and white
- Veranda size 14
- Darker rather than lighter
- Do not fill objects, leave inside white
- Use a white background
- Limit visual distractions or extra information
- Use thick black lines
- <u>Leave the graphic in its created form, so that it can be edited.</u> If you create a table leave it in a table. If you make a spreadsheet, leave the graphic in a spreadsheet.

Step #6 - Each item requires a specific Item ID. Refer to the **How to Save Items** sheet**.**

Example: **12.500MA6.2.5.d_1**

 12 = year of item development
 500 = district code
 MA = subject
 6.2.5.d = indicator
 1 = item number within the set
*This number becomes the name of the template worksheet for the item (tab name).

Remember, each item requires this important Information:
- Answer Key --- A
- Indicator --- SC8.1.1.i
- Difficulty Level --- Medium
- Depth of Knowledge --- 2

Step #7 - After items are developed, they are ready to be entered into the **Item Template worksheet.**

IMPORTANT - The Item Template worksheet has been updated; please download the current version from the NDE website. District items submitted on previous templates will be returned.

Please follow the **Step-by-Step Guide for Using the Item Template.** The document contains specific directions for entering item information into the template and for submitting your district's items to NDE.

NOTE: To avoid template formatting issues, do NOT delete or alter the original template tab.

For Math and Science, each grade level indicator requires its own workbook. All worksheets for the same indicator are saved in the same specific grade level indicator workbook. If you change indicators, you must create a new workbook with a different set of worksheets.

Save workbooks 2012C4L_169_MA8.1.1.a (math example)
 2012C4L_169_SC8.1.1.a (science example)

For Reading, each passage requires its own workbook. All worksheets for the same passage are saved in the same specific passage workbook. If you change to a different passage, you must create a new workbook.

Save workbooks 2012C4L_169_LA8_PassageTitle (reading example)

Step #8 - Once all item worksheets have been created, the workbooks need to be saved in grade level/content area folders. These folders are then placed in a Submission Folder and sent to the NDE Assessment Office by August 1, 2012. If any of your items are submitted with newly created graphics, each graphic file should be saved in a separate graphics folder within the appropriate grade level/content area folder. The "How to Package the Transfer Files" directions are located on the final page of the **Step-by-Step Guide for Using the Item Template.**

Save folders   2012_169_G6_Math (math example for grade 6)
                2012_169_G8_Math (math example for grade 8)
                2012_169_G6_Math_graphics (graphics file for grade 6, in the above folder)
                2012_169_G8_Math_graphics (graphics file for grade 8, in the above folder)
                2012_169_G5_Science (science example)
                2012_169_G8_Science (science example)
                2012_169_G6_Science_graphics (graphics file for grade 6, in the above folder)
                2012_169_G8_Science_graphics (graphics file for grade 8, in the above folder)

If you have questions when developing your C4L items, you may contact the NDE Assessment Office.

Email: nde.stateassessment@nebraska.gov

Phone: (402) 471-2495